OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

US Bureau of Labor Statistics
Interface Package

REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	October 22, 2010	Donna Guivetchi/Sunil Rao	Initial Document
1.1	March 7, 2012	RD Frazier	Revised file layout with Earnings Indicator and Earnings ID concatenated.
1.2	September 27,2012	Becky Arena	Updated document with most current functional specification information.

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I. INTRODUCTION

This file contains employment statistics of employees, their position and other related attributes of the position.

Business purpose:

This is a quarterly file of all employees for use by the U.S. Department of Labor, Bureau of Labor Statistics to produce employment and wage statistics.

Related business processes:

- Add Concurrent Assignment
- Assignment Change
- Hire New Employee
- Individual Salary Change
- Mandatory Reinstatement
- Mass GEN Salary Adjustments
- Mass SISA/MSA Salary Adjustments
- Rehire Employee
- Temporary Separation
- Employee Personal Data
- Miscellaneous Data
- Mass Split Off and Reallocation

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.

- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.

- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file is generated in a single file format.

- File format used is Pipe Delimited.

- Format is a fixed length.

- File encoding is Text.

- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	☒ Quarterly
Direction	☒ Outbound
Source System	MyCalPAYS
Target System	US Bureau of Labor Statistics
Classification of Data	☒ Confidential ☐ Sensitive
One time or Recurring	☒ Recurring
Scheduled	☒ Automatic
Data Time Period	☒ Quarterly **Record Selection Scope:** ☒ All records
Future Transactions	☒ No
Retroactive Transactions	☒ No
File Encoding	Text
File Format	Fixed length 'pipe' delimited file format

File Naming convention	Conform to *Standard MCP Outbound File Naming Convention*
Server Type	Secure File Transfer Protocol (SFTP)
Other considerations	N/A

V. FILE DEFINITIONS

	Source system (MyCalPAYS) Fields					Target system (USBLS) Fields			
SL #	SAP Table-Field	Type	Len	Field Description	Mapping Rules	Field Name (Header Record Text)	Type	Len	Comments
1	P0008-TRFAR	CHAR	2	Pay Scale Type	1 = blank 2 = F 3 = L 4 = J 5 = M 6 = E 7 = P 8 = C	Class Type		1	
2	P0001-KOSTL	CHAR	10	Cost Center	Characters 5 to 7	Agency Code		3	
3	P0001-KOSTL	CHAR	10	Cost Center	Characters 8 to 10	Reporting Unit		3	
4	P0001-STELL	NUMC	8	Job Key	Characters 5 to 8 (last 4)	Class Code		4	
5	N/A	N/A	N/A	N/A	Blank fill. Field does not exist in MCP.	Serial Number		3	
6	P1000-STEXT	CHAR	40	Job Short Text		Classification Title		18	
7	P0001-BTRTL	CHAR	4	Personnel Subarea		CBID		3	
8	T503T-PTEXT	CHAR	20	Name of Employee Subgroup	The 2-3 characters between the first and second forward-slash '/' delimiters in the Employee Subgroup text string. **E.g.,** Perm/**FT**/FLSA = 'FT', LT/**PT**/NoFLSA = 'PT', Temp/**INT**/NoFLSA = 'INT', Temp/**IND**/FLSA = 'IND', etc.	Time Base		6	

#	Field	Type	Length	Description	Logic	Output Field		Length	
9	T503T-PTEXT	CHAR	20	Name of Employee Subgroup	First character of Employee Subgroup text string. E.g., **P**erm/FT/FLSA = 'P', **L**T/PT/NoFLSA = 'L', **T**emp/INT/NoFLSA = 'T', etc.	Appt Tenure		1	
10	P0008-LGART	CHAR	4	Basic Pay Wage Type	If IT0008-LGART = 0001, populate 'H', If IT0008-LGART = 0003, populate 'M', If IT0008-LGART = 0008, populate 'D',	Salary Per		1	
11	P0001-PERSG	CHAR	1	Employee Group	If EE Group = A, D, G, or H then populate 'M' for monthly; If EE Group = B, C, or E, then populate 'S' for semimonthly; If EE Group = F or I, then populate 'B' for biweekly.	Pay Frequency		1	
12	Q0008-BETRG	CHAR	13(2)	Wage Type amount	IT0008 amount for WT 0001, 0003, or 0008	Base Salary		7(2)	
13	P0008-TRFST	CHAR	2	Pay Scale Level		Alternate Range		2	
14	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 1		5	
15	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount1		7(2)	
16	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 2		5	
17	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount2		7(2)	
18	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 3		5	

19	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount3		7(2)	
20	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 4		5	
21	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount4		7(2)	
22	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 5		5	
23	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount5		7(2)	
24	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 6		5	
25	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount6		7(2)	
26	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 7		5	
27	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount7		7(2)	
28	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 8		5	
29	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount8		7(2)	
30	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 9		5	

31	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments			Earnings Amount9		7(2)
32	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART		Earnings Indicator/ID 10		5
33	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments			Earnings Amount10		7(2)
34	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART		Earnings Indicator/ID 11		5
35	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments			Earnings Amount11		7(2)
36	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART		Earnings Indicator/ID 12		5
37	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments			Earnings Amount12		7(2)
38	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART		Earnings Indicator/ID 13		5
39	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments			Earnings Amount13		7(2)
40	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART		Earnings Indicator/ID 14		5
41	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments			Earnings Amount14		7(2)
42	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART		Earnings Indicator/ID 15		5

43	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount15		7(2)	
44	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 16		5	
45	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount16		7(2)	
46	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 17		5	
47	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount17		7(2)	
48	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 18		5	
49	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount18		7(2)	
50	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 19		5	
51	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount19		7(2)	
52	IT0014-LGART	CHAR	4	Wage Type	Concatenate 'X' + LGART	Earnings Indicator/ID 20		5	
53	IT0014-BETRG	CURR	13(2)	Wage Type Amount for Payments		Earnings Amount20		7(2)	
54	P0006-ORT02	CHAR	40	County (Work)	IT0006/subtype 7, first two characters.	County Code		2	

55	T500P-NAME1	CHAR	30	Personnel Area Text	If last two characters of the Personnel Area (P0001-WERKS) = '00' populate this field with T500P-NAME1, else blanks.	Department Name		29	
56	T500P-NAME1	CHAR	30	Personnel Area Text	If last two characters of the Personnel Area (P0001-WERKS) <> '00' populate this field with T500P-NAME1, else blanks..	Facility/Institution Name		29	

VI.   LEGACY vs. MyCalPAYS FIELDS

SL#	Legacy Term	MyCalPAYS Equivalent
1	Class Type	Pay Scale Type-Sending same value
2	Agency Code- Change	Cost Center- The Cost Center will contain the Agency, Reporting Unit, and CFIS codes.
3	Reporting Unit- Change	Cost Center- The Cost Center will contain the Agency, Reporting Unit, and CFIS codes.
4	Class Code	Job Key- Sending same value
5	Serial Number	No longer used- sending blank
6	Classification Title	Job Short Text
7	CBID	Personnel Subarea- Same Value
8	Time Base	Wage Type (Employment Percentage) For salaried employees: Numerator and Denominator Two fields, three spaces each (FT will be 1.00 1.00, 50% will be 1.00 2.00, 75% will be 3.00 4.00, etc.) IND, INT will be blank
9	Appt Tenure	Employee Subgroup-Sending same value
10	Salary Per	Basic Pay Wage Type-Sending same value
11	Pay Frequency	Employee Group-Sending same value
12	Base Salary	Wage Type amount
13	Alternate Range	Pay Scale Level
14	Earnings ID1	Wage Type
15	Earnings Amount1	Wage Type for Payments
16	Earnings ID2	Wage Type
17	Earnings Amount2	Wage Type for Payments
18	Earnings ID3	Wage Type
19	Earnings Amount3	Wage Type for Payments
20	Earnings ID4	Wage Type
21	Earnings Amount4	Wage Type for Payments
22	Earnings ID5	Wage Type
23	Earnings Amount5	Wage Type for Payments
24	Earnings ID6	Wage Type
25	Earnings Amount6	Wage Type for Payments
26	Earnings ID7	Wage Type
27	Earnings Amount7	Wage Type for Payments
28	Earnings ID8	Wage Type

SL#	Legacy Term	MyCalPAYS Equivalent
29	Earnings Amount8	Wage Type for Payments
30	Earnings ID9	Wage Type
31	Earnings Amount9	Wage Type for Payments
32	Earnings ID10	Wage Type
33	Earnings Amount10	Wage Type for Payments
34	Earnings ID11	Wage Type
35	Earnings Amount11	Wage Type for Payments
36	Earnings ID12	Wage Type
37	Earnings Amount12	Wage Type for Payments
38	Earnings ID13	Wage Type
39	Earnings Amount13	Wage Type for Payments
40	Earnings ID14	Wage Type
41	Earnings Amount14	Wage Type for Payments
42	Earnings ID15	Wage Type
43	Earnings Amount15	Wage Type for Payments
44	Earnings ID16	Wage Type
45	Earnings Amount16	Wage Type for Payments
46	Earnings ID17	Wage Type
47	Earnings Amount17	Wage Type for Payments
48	Earnings ID18	Wage Type
49	Earnings Amount18	Wage Type for Payments
50	Earnings ID19	Wage Type
51	Earnings Amount19	Wage Type for Payments
52	Earnings ID20	Wage Type
53	Earnings Amount20	Wage Type for Payments
54	County Code	County (Work) -Sending same value
55	Department Name	Personnel Area Text
56	Facility/Institution Name	Personnel Area Text

VII. WHAT'S DIFFERENT?

Description	Comment
Department/Facility Code	The Personnel Area represents the Department/Facility codes
Position Number- consisted of the Agency Code, Reporting Unit, Class Code and Serial Number	The Cost Center will contain the Agency, Reporting Unit, and CFIS codes. There is no intelligence built into the MyCalPAYS position number.
CBID- New name, same value	Personnel Subarea represents the CBID
Tenure	Employee Subgroup represents Tenure
Timebase	Timebase- Wage Type (Employment Percentage) For salaried employees: Numerator and Denominator Two fields, three spaces each (FT will be 1.00 1.00, 50% will be 1.00 2.00, 75% will be 3.00 4.00, etc.) IND, INT will be blank
Earnings ID	Wage Type-New codes for Earnings IDs